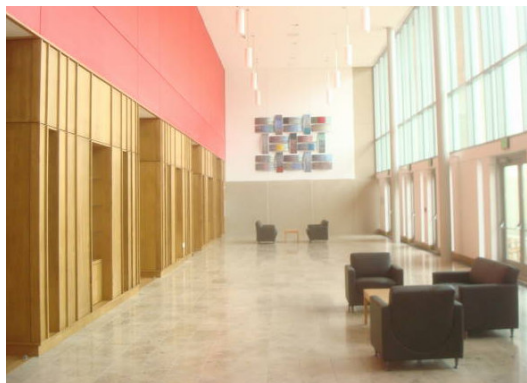
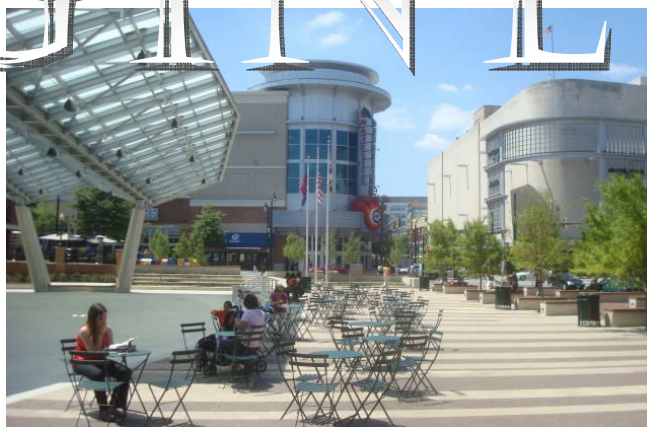


IMAGINE



- ✓ 5,000 sq ft ballroom
- ✓ Use your own caterer
- ✓ Close to public transportation & parking
- ✓ Steps away from more than 75 restaurants, hotels and shops
- ✓ Wood flooring throughout
- ✓ Banquet tables & chairs included
- ✓ WiFi Hot Spot
- ✓ LCD screens in all Activity & Conference Rooms
- ✓ Dual Projection System in Great Hall
- ✓ Large warming kitchen/drive-up loading dock

Visit: Mon-Fri 9am to 6pm
Schedule a tour: 240-777-5350

Application, policies and more information at

www.montgomerycountymd.gov/cupf

email:

silverpringcivicbuilding@montgomerycountymd.gov



**SILVER SPRING
CIVIC BUILDING
VETERANS PLAZA**

One Veterans Place, Silver Spring, MD 20910
GPS: use 8525 Fenton St.




Interagency Coordinating Board for Community Use of Public Facilities
Montgomery County
Silver Spring Civic Building at Veterans Plaza



Quick Facts Community use ends: Sun – Thurs: 12:00 midnight Fri – Sat: 1:00 am New Equipment & Holiday Rates effective 1/1/12		County Rates Effective 4/1/12				Commercial & Out-of-County* HOURLY Effective 4/1/12
		Personal & Small Enterprise HOURLY		Community Service HOURLY		
		Room	Capacity	M-Th am/pm Fri until 5pm	Fri after 5pm Sat/Sun/ Holiday	M-Th am/pm Fri until 5pm
Great Hall – Full 64x79 (5,046 sq ft) Ceiling Ht: 27 ft.	Reception 725 Theatre Seating 590 (480/w riser)	\$250	\$400	\$200	\$300	\$450
Great Hall – Half	Banquet style 320 Conference style 320-400	\$125	\$200	\$100	\$150	\$225
Atrium (Lobby) 23x79 (1,817 sq ft)	Reception 100 Limited use Fri-Sun nights	\$40	\$45	\$35	\$40	\$60
Large Activity Rooms Ellsworth 50x27(1,350 sq ft) Spring 31x46 (1,426 sq ft) Fenton 43x27 (1,161 sq ft)	Ranges: Standing 100-120 Conference style 60-90	\$45	\$50	\$40	\$45	\$75
Small Conference Rooms Ellsworth divided, Colesville 24x27 (648 sq ft)	Ranges: Standing 32-60 Conference style 20-30	\$30	\$35	\$25	\$30	\$45
Warming Kitchen (No cooking on premises) 21x14 (249 sq ft)	Warming ovens, microwaves, icemaker, refrigerators, ample counter space, close to drive-up loading dock	\$25	\$35	\$20	\$30	\$40
Courtyard 50x20 (1,000 sq ft) Indoor access only	Reception 30-45 Up to 30 wooden chairs and tables. Lighted	\$30	\$40	\$25	\$35	\$45
Skate House main open area & office- 853 sq ft	Off-season (April-Sept) only Restroom	\$45	\$55	\$40	\$50	\$75
Rooms as additional units (excludes Great Hall, Skate House)		\$25	\$35	\$20	\$30	\$40
Veterans Plaza - Full (220 x 130 ft)		\$150	\$225	\$125	\$175	\$255
Veterans Plaza - Lighted Pavilion Half (104 x56 ft)		\$100	\$150	\$90	\$120	\$175
Veterans Plaza - Non-Pavilion Half		\$75	\$100	\$60	\$75	\$125
Meeting rooms/regular use: Hourly rates include staff coverage when no additional set/breakdown is needed/no alcohol service						
Great Hall: Hourly rates include event supervisor, building services worker and security coverage.						
Add one hour before and after event for set-up and clean-up costs for special events and Great Hall use.						
Note: 4-hour minimum applies to special event use or when additional staff is required.						
Holiday Bookings: An additional \$25 per hour per room surcharge will apply on County holidays.						
Off Season Discount: 20% for Great Hall use Monday through Friday before 5pm July 1 though August 31.						

WHEN ADDITIONAL STAFF IS REQUIRED	Per Hour	EQUIPMENT (INCLUDES SET-UP)	PER USE
Security Officer	\$35	Portable projection system	\$35
Building Services Worker	\$25	*GH Sound/projection system	\$100 per unit
Event Supervisor	\$40	Riser (low stage)	\$250 (add \$50/hr over 4 hours)
Administrative Fee	\$48	Other Equipment	Varies - Inquire
(Additional staff may be required for large/extensive special events or involve alcohol service.)			
* If the services of an audio-visual technician is required, fees will be based on actual cost of service.			
SPECIAL EVENTS – are events /activities requiring advance planning, custom room set-up and assignment of support staff.			
Security deposit	Great Hall \$500 (refundable), additional charges apply for extended use. Other Rooms: \$100 (refundable)		
Special Event Confirmation Fee	\$250 per application (applied to facility cost if event occurs as scheduled. Non-refundable if event is cancelled.)		
Inclement Weather	No refund unless Community Use at Civic Building is cancelled		
Cancellation Fee	See policy		
GH Event Set-up/Clean-up Fee	Minimum 2 hours of regular facility rate, varies with needs		
TERMS			
Full payment for use of conference and activity rooms is required at the time of application. For Special Events, \$250 with application, remaining 50% down payment (includes non-refundable confirmation fee and security deposit) will be required upon final confirmation. Balance due 90 days prior to event. VISA and MasterCard accepted.			



For area information:

- Conference & Visitor Bureau at 240-777-2060 or www.visitmontgomery.com
- www.silverspringdowntown.com